

TEMPORARY BEER EVENT PERMIT

Permits may be issued to individuals, bona fide partnerships, corporations, limited liability companies, churches, political organizations, or incorporated associations or to recognized subordinate lodges, chapters or other local units.

Temporary Beer event permits are issued for the sale of beer by the permit holder. A single permit may authorize the sale of beer at retail for on-premise consumption at a temporary event that does not last longer than 30 days. The sale of beer under a series of permits issued to the same person may not exceed 90 days in any one calendar year.

Permits are issued by the DABC Director contingent on review of the Alcoholic Beverage Control Commission. To ensure adequate processing and approval, **complete\*** applications should be submitted 30 days prior to the event. **Applications submitted outside of these guidelines risk non-issuance of a permit.** Additionally, Due to statutory restrictions, applications received less than 7 business days prior to the event will not be considered. (Please note - when counting days, realize that there must be seven business days between the day the application is received and the date of the event).

**A COMPLETE APPLICATION HAS ALL INFORMATION REQUESTED AND SUPPORTING DOCUMENTS ATTACHED**  
*All supporting documents must be submitted with each application. An exception will be made for a bond that is on-file.*

1. \_\_\_\_ Completed Application Form [ ] Initial the attestation and [ ] notarize the signature. All information filled out.
2. \_\_\_\_ \$100 Permit fee (refunded if permit is not granted)
3. \_\_\_\_ \$500 Bond (please indicate if bond is on file)  
☐ \$500 check, cash or money order **or**  
☐ Corporate surety bond (template attached) **or**  
☐ Third Party Liability Agreement if someone other than the applicant is paying the bond (see instructions)
4. \_\_\_\_ Local city, town or county consent to the issuance of the event permit. **LOCAL CONSENT MUST BE SUBMITTED WITH THE APPLICATION.** Please contact the business licensing office where the event is to be held to ensure adequate processing time.
5. \_\_\_\_ Proposed advertisement of the event such as printed and or electronic media [website links].
6. \_\_\_\_ Item 18 of the application complete, listing proposed **control measures** to prevent alcohol sales or furnishing to minors and over-consumption. Required and/or recommended Control measures listed in the application should be filled out for every type of event. Provide additional pages of control measures if necessary.
7. \_\_\_\_ Detailed and scaled floor plan on an 8 ½" by 11" sheet of paper. The map should be very comprehensive. All control measures should be included on the map itself.

Utah Department of  
Alcoholic Beverage Control  
P.O. Box 30408  
Salt Lake City, UT 84130

**EVENT PERMIT APPLICATION  
TEMPORARY BEER EVENT PERMIT**

Licensing and Compliance Division  
Application Number \_\_\_\_\_  
For Internal Use Only

☐ TEMPORARY BEER EVENT PERMIT Fees: \$100

☐ Event Bond \$500 or ☐ \$500 Surety Bond

[ ] on file from previous event [ ] using third party bond

This is permit # \_\_\_\_\_  
for calendar year \_\_\_\_\_

For Internal Use Only

Number of authorized days of  
sale for calendar year \_\_\_\_\_

For Internal Use Only

**Applicant Information**

1. Applicant Name: \_\_\_\_\_

2. Applicant Address:

STREET

CITY

STATE

ZIP

3. Does this applicant have a current DABC License: \_\_\_\_\_ License #: \_\_\_\_\_

4. Mailing address (if different from individuals or organization):

STREET

CITY

STATE

ZIP

5. Applicant phone: \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

6. Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Event Information**

7. Event Name: \_\_\_\_\_

8. Type of Event: a) *purpose* of the event: \_\_\_\_\_

b) describe event activities: \_\_\_\_\_

9. Who benefits from the proceeds of this event? \_\_\_\_\_

10. Event Venue: \_\_\_\_\_ DABC Licensee? \_\_\_\_\_

Street

City

Zip

11. Name of Utah beer wholesaler(s), small brewer(s) or licensed Utah beer retailer(s) where beer will be lawfully purchased for resale:\*

\* Keep purchase receipts. They must accompany the statement submitted to the DABC after the event.

12. Date(s) of the event: \_\_\_\_\_ Alcohol service from: \_\_\_\_\_ to \_\_\_\_\_

13. Attendance: \_\_\_\_\_ Attendance per day if a multi-day event: \_\_\_\_\_

14. Beer Price(s): \_\_\_\_\_ Draft Beer: ☐ No ☐ Yes and/or Original containers ☐ No ☐ Yes

15. Admission charge: \_\_\_\_\_ Is alcohol included with admission price? ☐ No ☐ Yes

If Yes, how many alcoholic beverages are included: \*

\* If an unlimited number of alcoholic beverages are included, all of the following conditions must apply:

(i) Alcoholic beverages are served to patrons at a seated event; \_\_\_\_\_ Yes

(ii) Food is available when the alcohol is furnished; \_\_\_\_\_ Yes, and

(iii) No advertising that there will be an unlimited number of alcoholic beverages provided in the admission charge. \_\_\_\_\_ Yes

16. Methods to be used for advertising:\*

\*Please submit a copy of your proposed advertising with your application

17. List any private or public schools, churches, public libraries, public playgrounds and parks located within 600 feet of the event venue: \_\_\_\_\_

## Control Measures

**18.** Every event must have adequate control measures to prevent the possibility of minors being served alcohol, over-consumption of alcohol, or any other public safety issue as outlined in 32B-9-403 and R81-10b-1.

- Is the event located outdoors and open to the general public? ☐ No ☐ Yes\*
- Does the event have an estimated attendance in excess of 1000 people? ☐ No ☐ Yes\*

\* If you answered "no" to both questions, proceed to Item 18-B.

### 18-A - For Large Scale or Outdoor Events:

**A** - If the event has an estimated attendance in excess of 1000 people **or** the event is located outdoors and open to the general public, the applicant must comply with all control measures "**a (through) k**" as listed below. However, the director, after reviewing the facts and circumstances of a particular outdoor or large-scale public event, may in its discretion relax some of the control measures, or require *more* control measures. Please fill out and affirm the control measures in section 18-B. If you wish to request a waiver of any control measure(s), indicate which one: \_\_\_\_\_ Explain control in lieu of this measure: \_\_\_\_\_

### 18-B EVERY EVENT MUST HAVE CONTROL MEASURES:

**B** - Sufficient control measures to prevent sales to minors and over-consumption are required for all events. The following control measures outlined in Rule 81-10B-2 are not necessarily all required for indoor small scale events (as required for large scale or outdoor public events). However, you are required to provide adequate measures or your event will not be approved. Carefully consider all the control measures listed below. Fill out the information that will apply to your event.

By checking the box and answering the applicable questions, you affirm that you will have the following control measures in place:

Will minors attend the event? \_\_\_\_\_ Will food be available? \_\_\_\_\_ Event Invitation Only? \_\_\_\_\_

☐ **a. Alcohol Garden:** If minors may attend the event, all dispensing and consumption of alcoholic beverages shall be in a designated, confined and restricted area where minors are not allowed without being accompanied by a parent or guardian and where alcohol consumption is closely monitored.

or

☐ **b. Event Properly Secured:** If the event is small scale and indoors (not required to have an 'alcohol garden') or the applicant is requesting a waiver of the alcohol garden, your event still must be properly secured and completely delineated by some type of physical structure (s) i.e. fencing, walls, gates, secured entrances/exits etc.

(See floor plan instructions and note these items on the floor plan).

☐ **c. Separate ID Stations:** Are the I.D. check station(s) separated from the alcohol sales locations? \_\_\_\_\_

☐ **d. Proof of Age:** Adults wanting to purchase alcoholic beverages must show proof of age and either have their hand stamped or be issued a non-transferrable wristband. Measures should be taken to prevent inappropriately discarded wristbands (which may end up in the control of minors). Any damaged wristbands will require a new I.D. Check. Explain the type and methods of control you will use: \_\_\_\_\_

☐ **e. Proof of Age / Training:** Any person assigned to check proof of age shall have completed the alcohol server training seminar outlined in UCA 62A-15-401. (Contact the Utah Division of Substance Abuse & Mental Health at 801-538-3939 or the substance abuse website at <http://www.dsamh.utah.gov/stateapprovedproviders.htm>).

☐ **f. Alcohol Sales Location(s):** Alcohol sales shall be separate from food and non-alcoholic beverage concessions unless the alcohol consumption is restricted to an alcohol garden.  
☐ Food sales will be separated from alcohol sales \_\_\_\_\_ or  
☐ Both food and alcohol will be sold in the same location within an alcohol garden \_\_\_\_\_

☐ **g. Training for Servers:** At least one person who has completed the alcohol server training seminar outlined in Utah Code 62A-14-401 shall be at each location where alcoholic beverages are sold and dispensed to supervise the sale and dispensing of alcoholic beverages. How many trained servers? \_\_\_\_\_

☐ **h. Readily Identifiable Cups:** Alcohol shall be served in readily identifiable cups or containers distinct from those used for non-alcoholic beverages. Type of container(s) for alcohol: \_\_\_\_\_  
 Type of container(s) for other beverages: \_\_\_\_\_

☐ **i. Number of Alcohol Beverages:** Each event patron ***may have no more than one alcoholic beverage in front of them at a time***. Event servers may sell two alcoholic beverages to one person, but servers will be responsible for ensuring that the second beverage is not for the person purchasing the beverages and is not being provided to minors. **(This control measure cannot be waived and includes small scale or indoor events).**

☐ **j. Security:** List the type and number of security who will be assigned to monitor the event and particularly alcohol service for the event. Even for small scale events we recommend a minimum of 1 security person for every 50 people: Security may include police officers, hired security, organization staff members, security volunteers etc. Number of security intended: \_\_\_\_\_ Type of Security: \_\_\_\_\_

☐ **k. Other:** List any other control measure not mentioned above: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FLOOR PLAN

16. Please attach a floor plan with this application on an 8 ½ x 11" sheet of paper, outlining the event area.
- List the name and type of event being held: (i.e. festival, dance, race, concert etc.)
  - The floor plan should include all physical features of the event area, including indoor or outdoor areas.
    - Building walls
    - Fencing – include type, height, etc.
    - Entrance and exit points and how they are controlled (gates, security, exit only, etc.)
    - Any other natural physical barriers such as rivers, lakes, ravines etc.
  - Indicate location of food sales, other vendors, exhibits, stages, tables, etc.
  - Show where the Proof of age (ID) station(s) is located (must be separate from the beer sales).
  - Indicate beer garden, beer sales location(s), consumption areas, (include seating, beer garden barriers and what type of barrier will be used for the beer garden)
  - List the number of security personnel and what type (hired security, volunteer employees, police officers etc. and where they are stationed).
  - Include any additional control measures not already listed above or in item 18-B. Add an additional written summary, if you feel it is necessary, to explain your event in further detail.

## ATTESTATION

By initialing & signing below, the applicant attests that:  
(Please initial each statement)

- \_\_\_\_\_ Consent is given that authorized representatives of the commission, department, or any law enforcement officers will have unrestricted right to enter the premises during the event; and
- \_\_\_\_\_ That the person signing this application is authorized to act on behalf of the applicant.
- \_\_\_\_\_ The information contained in this application is true and correct;
- \_\_\_\_\_ No minor is a partner or managing agent of the applicant partnership; a managing agent, officer, director, or stockholder who holds at least 20% of the total issued and outstanding stock of the applicant; or a manager or member who owns at least 20% of the applicant limited liability company;
- \_\_\_\_\_ No person in the alcoholic beverage industry (winery, brewery, distillery, importer, supplier, wholesaler, bottler, or warehouser) holds a partial interest in the ownership of the retail business or in the real or personal property owned, occupied, or used by the applicant in the conduct of the applicant's business.
- \_\_\_\_\_ No ***gambling*** or any other violation of law or ordinance will be allowed on the premises serviced by the temporary beer event permittee;
- \_\_\_\_\_ The applicant does not and will not discriminate against persons on the basis of race, color, sex, religion, ancestry, or national origin at the event;
- \_\_\_\_\_ He/she has read and will abide by the provisions of the relevant parts of 32B-9 & 32B-15, Utah Code, and all Rules of the Commission and directives of the Department of Alcoholic Beverage Control; and understands that failure to adhere thereto or to no longer possess the qualifications of a temporary beer event permittee may result in immediate suspension and/or revocation of the permit and forfeiture of the compliance bond;

<div data-bbox="81 898 747 928"><div>Authorized Signature</div><div>Date</div></div> <div data-bbox="81 997 747 1026"><div>Name/Title</div></div>	<div data-bbox="776 850 1549 879">State of _____ County of _____</div> <div data-bbox="776 898 1549 928">Subscribed and sworn before me this day _____ of _____, 20____</div> <div data-bbox="776 972 1549 1001"><div>NotaryPublic</div><div>Seal</div></div>
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**Application Instructions:**

**EVENT PERMIT**  
**“TEMPORARY BEER”**  
**Local Consent**

**PURPOSE:** Local business licensing authority provides written consent to the Alcoholic Beverage Control Commission to issue an event permit to an organization for the purposes of storage, sale, offer for sale, furnish, or allow the consumption of an alcoholic product on the event premises

**AUTHORITY:** Utah Code 32B-9-201

\_\_\_\_\_, [    ] City [    ] Town [    ] County  
Local business license authority

hereby grants its consent to the issuance of a temporary beer event permit license to:

Applicant Entity/Organization: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event location address: \_\_\_\_\_  
street city state zip

On the \_\_\_\_\_ day(s) of \_\_\_\_\_, \_\_\_\_\_  
dates month year

during the hours of \_\_\_\_\_, pursuant to the provision of Utah Code 32B-9.  
defined hours from – to

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date

**AS OF SEPTEMBER 1, 2015 THIS FORM MUST BE SUBMITTED TO THE DABC BY THE APPLICANT**

**UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**

1625 S 900 W • PO Box 30408 • Salt Lake City, UT 84130-0408 • Phone (801) 977-6800 • Fax (801) 977-6889

**“TEMPORARY SPECIAL EVENT BEER BOND”**

**BOND #** \_\_\_\_\_

**KNOW ALL PERSONS BY THESE PRESENTS:**

That **Principal**, \_\_\_\_\_, a temporary special event beer permittee, doing business as \_\_\_\_\_, and **Surety**, \_\_\_\_\_, a corporation organized and existing under the laws of the state of \_\_\_\_\_ and authorized to do business in Utah, are held and bound unto the Utah Department of Alcoholic Beverage Control in the sum of **\$500**, for which payment will be made, we hereby bind ourselves and our representatives, assigns, and successors firmly by these presents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**THE CONDITION OF THIS OBLIGATION IS SUCH THAT:**

WHEREAS, the above principal has made application to the Utah Alcoholic Beverage Control Commission for a temporary special event beer permit pursuant to the provisions of 32A-10, Part 3, Utah Code.

NOW, THEREFORE, if said principal, its officers, agents and employees shall faithfully comply with the provisions of Title 32B, Utah Code, and the rules and directives of the Utah Alcoholic Beverage Control Commission and the Utah Department of Alcoholic Beverage Control, then this bond shall be void; but, if said principal, its officers, agents and employees fail to comply with the provisions of the laws, rules and directives or orders as the commission or department may issue, then this bond shall be in full force and effect and payable to the Utah Department of Alcoholic Beverage Control. This bond shall run for a continuing term effective \_\_\_\_\_ unless canceled by service of written notice upon the Utah Department of Alcoholic Beverage Control, which cancellation shall be effective 30 days after receipt of such notice; provided however, that no part of this bond shall be withdrawn or canceled while violations, legal actions or proceedings are pending against said permittee / principal.

\_\_\_\_\_  
**Surety**

\_\_\_\_\_  
**Principal / Licensee**

\_\_\_\_\_  
Attorney in fact

\_\_\_\_\_  
Authorized signature

*{ Corporate Seal }*

\_\_\_\_\_  
Name / Title

**STATUTORY AFFIDAVIT FOR CORPORATE SURETY**

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, personally appeared before me, \_\_\_\_\_, who, being by me duly sworn, did say that he / she is the attorney in fact of \_\_\_\_\_, **Surety**, and that said instrument was signed in behalf of said surety by authority, and acknowledged to me that he / she as such attorney in fact executed the same.

\_\_\_\_\_  
**Notary Public Signature & Seal**

**Note:** *Corporate surety's own affidavit also acceptable*



**UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**  
**Temporary Special Event Beer \$500 BOND**  
**THIRD PARTY LIABILITY AGREEMENT**

**Complete this form if the \$500 cash bond is provided by a person other than the applicant.**

The undersigned hereby consents to the use of this \$500 check for the purposes of a temporary special event beer permit compliance bond on behalf of:

Temporary special event permittee: \_\_\_\_\_

Name of event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Name on check: \_\_\_\_\_

Furthermore, it is understood that said \$500 must be left on deposit with the department for 30 days following said event, and that if said permit is rescinded, the \$500 may be forfeited.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name

**UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**  
**Temporary Special Event Beer \$500 BOND**  
**REFUND REQUEST**

Permittee: \_\_\_\_\_

Event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Phone number: \_\_\_\_\_ Person to contact: \_\_\_\_\_

[ ] Please refund bond to:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address City State Zip

Mail refund request to:  
Department of Alcoholic beverage Control  
PO Box 30408  
Salt Lake City, UT 84130-0408

Or Fax to 801-977-6889